

EXPENSES CLAIM FORM

- FOR DETAILED INSTRUCTIONS - SEE INSTRUCTIONS TAB.
- ALWAYS USE A NEW MASTER FORM FOR EACH CLAIM, DO NOT USE A PREVIOUSLY COMPLETED ONE AS FORMULAE ARE LOST WHEN OVER-WRITTEN.
- PLEASE USE THIS FORM FOR PROVISION OF OFFICE COSTS CLAIMS
- DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.
- MAKE SURE ERRORS LISTED IN CELL I50-I52 ARE RESOLVED BEFORE SUBMITTING CLAIM

NAME:				Elizabeth				Denham				DATE OF CLAIM: DD/MM/YY				23/02/18				CLAIM REFERENCE:				Denh23-02-18										
										COST CENTRE (TEAM NUMBER / NAME):										120 - LEADERSHIP TEAM						overwrite this cell with currency if "other" selected below				FINANCE USE				
DATE & TIME (FOR SUBSISTENCE CLAIMS)					REASON FOR TRIP					DESCRIPTION OF EXPENSE					CATEGORY					RECEIPT NUMBER		NO. MILES		NO. PASSENGERS		AMOUNT CLAIMED		PROJECT CODE						
RECEIPT DATE/ TRIP START		TRIP END		TOTAL TRIP																						CHOOSE CURRENCY								
DD/MM/YY		00:00-00		DD/MM/YY																						00:00-00						HRS	WHY YOU TRAVELLED	
10/01/18							n/a	External meetings in London					Refreshments on train					UK Subsistence & meals 26001					1		N/A		1		4.00				120-26001-	
17/01/18							n/a	BIIDPA Meeting, Manchester					Drinks Reception for International Commissioners					Hosting and working lunches 26050					2		N/A		9		59.62				120-26050-	
23/01/18							n/a	External meetings in London					Refreshments in London					UK Subsistence & meals 26001					3		N/A		1		2.20				120-26001-	
23/01/18							n/a	External meetings in London					Lunch in London					UK Subsistence & meals 26001					4		N/A		1		12.78				120-26001-	
23/01/18							n/a	External meetings in London					Refreshments in London					UK Subsistence & meals 26001					5		N/A		2		8.89				120-26001-	
23/01/18							n/a	External meetings in London					Lunch in London					UK Subsistence & meals 26001					6		N/A		2		12.78				120-26001-	
24/01/18							n/a	External meetings in London					Dinner in London					UK Subsistence & meals 26001					7		N/A		2		42.75				120-26001-	
01/02/18							n/a	External meetings in London					Taxi in Wilmslow					UK Travel & Accommodation 26001					8		N/A		1		12.00				120-26001-	
01/02/18							n/a	External meetings in London					Dinner with [REDACTED]					Hosting and working lunches 26050					9		N/A		3		159.19				120-26050-	
02/02/18							n/a	External meetings in London					Hotel in London					UK Travel & Accommodation 26001					10		N/A		1		213.60				120-26001-	
23/02/18							n/a						Deduction for SLT Dinner																					

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NAME:						Emma				Bate				DATE OF CLAIM: DD/MM/YY				22/02/18				CLAIM REFERENCE:				Bate22-02-18								
										COST CENTRE (TEAM NUMBER / NAME):										110 - GENERAL COUNSEL						overwrite this cell with currency if "other" selected below				FINANCE USE				
DATE & TIME <i>(FOR SUBSISTENCE CLAIMS)</i>					REASON FOR TRIP					DESCRIPTION OF EXPENSE					CATEGORY					RECEIPT NUMBER		NO. MILES		NO. PASSENGERS		AMOUNT CLAIMED		PROJECT CODE						
RECEIPT DATE/ TRIP START		TRIP END		TOTAL TRIP																						CHOOSE CURRENCY								
DD/MM/YY		00:00:00		DD/MM/YY	00:00:00		HRS	WHY YOU TRAVELLED					WHAT YOU PAID FOR					CHOOSE FROM DROP DOWN LIST					ENTER NUMBER UNLESS N/A APPEARS					UK £		USE DROP DOWN LIST		CODE		
01/02/18		07:55:00		01/02/18	22:40:00		14.75	External meetings in London					Car parking to catch train from Wilmslow station					Parking & tolls 26001					1		N/A		N/A		3.70		NO PROJECT - 0000		110-26001-0000	
													Food/drink					UK Subsistence & meals 26001					2		N/A		N/A		5.15		NO PROJECT - 0000		110-26001-0000	
													Food/drink					UK Subsistence & meals 26001					3		N/A		N/A		3.90		NO PROJECT - 0000		110-26001-0000	

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NAME:				James				Dipple-Johnstone				DATE OF CLAIM: DD/MM/YY				28/02/18				CLAIM REFERENCE:				Dipp28-02-18																					
												COST CENTRE (TEAM NUMBER / NAME):												SELECT COST CENTRE HERE				overwrite this cell with currency if "other" selected below				FINANCE USE													
DATE & TIME (FOR SUBSISTENCE CLAIMS)				REASON FOR TRIP				DESCRIPTION OF EXPENSE				CATEGORY				RECEIPT NUMBER				NO. MILES				NO. PASSENGERS				AMOUNT CLAIMED																	
RECEIPT DATE/ TRIP START		TRIP END																										TOTAL TRIP		CHOOSE FROM DROP DOWN LIST				ENTER NUMBER UNLESS N/A APPEARS				CHOOSE CURRENCY				PROJECT CODE			
DD/MM/YY		00:00:00		DD/MM/YY		00:00:00		HRS		WHY YOU TRAVELLED				WHAT YOU PAID FOR				CHOOSE FROM DROP DOWN LIST				ENTER NUMBER UNLESS N/A APPEARS				UK £				USE DROP DOWN LIST				CODE											
19/02/18				20/02/18				n/a		Meetings with Dutch DPA - The Hague				Incidental overnight expense				Overseas overnight incidental allowance 2				N/A								N/A				10.00				NO PROJECT - 0000				SEL-26002-0000			

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[illegible]

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NAME:				James				Dipple Johnstone				DATE OF CLAIM: DD/MM/YY				16/02/18				CLAIM REFERENCE:				Dipp16-02-18									
												COST CENTRE (TEAM NUMBER / NAME):								SELECT COST CENTRE HERE				overwrite this cell with currency if "other" selected below				FINANCE USE					
DATE & TIME (FOR SUBSISTENCE CLAIMS)				REASON FOR TRIP				DESCRIPTION OF EXPENSE				CATEGORY				RECEIPT NUMBER		NO. MILES		NO. PASSENGERS		AMOUNT CLAIMED		PROJECT CODE									
RECEIPT DATE/ TRIP START		TRIP END																				TOTAL TRIP				CHOOSE CURRENCY							
DD/MM/YY		00:00:00		DD/MM/YY		00:00:00		HRS		WHY YOU TRAVELLED				WHAT YOU PAID FOR				CHOOSE FROM DROP DOWN LIST				ENTER NUMBER UNLESS N/A APPEARS				EURO €		USE DROP DOWN LIST		CODE			
05/02/18				07/02/18				n/a		Art 29, Brussels				Drinks from vending machine at Commission, Brussels				Overseas Subsistence & meals 26002				0		N/A		N/A		10.00		NO PROJECT - 0000		SEL-26002-0000	